



**CITY OF SAN ANTONIO
JOB ANNOUNCEMENT**

111 Plaza De Armas, San Antonio, Texas 78205
Phone No. (210) 207-8108 Job Line (210) 207-7280

SR HUMAN RESOURCES ADMINISTRATOR

The Senior Human Resources Administrator oversees and directs the implementation of the City's benefits program and other related human resources activities. This position manages the development of budgets, explores and implements innovative programs and cost containment measures, directs fund management and analysis, and initiates program improvements for the City's benefits programs, including: life and health insurance plans, retirement and deferred compensation programs, employee wellness initiatives, disability, voluntary and other benefits programs. Reports to the Human Resources Director and supervises managerial, professional, technical and administrative staff.

Essential job functions include, but are not limited to, the following:

1. Oversees and manages all functions of the Employee Benefits Division of the Human Resources Department, including administrative, customer service, contract and fund management and plan design initiatives and efforts. Includes oversight of the City's life and health, retirement, deferred compensation, employee wellness, and disability, voluntary and other benefits programs for active employees and retirees.
2. Delegates, assigns responsibility for and ensures completion of multiple projects and operational tasks through managerial, professional, technical and administrative staff; works effectively with all levels of staff to promote efficiency and productivity and accomplish program objectives.
3. Explores, proposes and implements innovative benefits programs to enhance service delivery while promoting cost efficiency; promotes participant education through effective communications strategies and delivery; Monitors marketplace trends and recommends where appropriate, changes that will add value to employees in a cost effective manner.
4. Procures consultative and third-party administrative services and employee benefits products or other human resources programs through appropriate avenues; prepares and negotiates contracts, in consultation with the City Attorney's Office, and may assist in other contract negotiations as assigned; maintains productive and harmonious working relationships with applicable third-party vendors, representatives, associations and consultants.
5. Monitors provider performance, including audit oversight, and works to resolve issues regarding problematic program requirements, provisions or service delivery.
6. Reviews all processes continuously for effective and efficient program delivery; provides recommendations to Human Resources Director for necessary process improvements and revisions to streamline administration and improve customer service delivery.
7. Assures compliance with all applicable municipal, state and federal health legislation and/or regulatory agency requirements.
8. Provides highly complex assistance to executive management on employee benefits issues, recommending budgetary initiatives as required to maintain a financially stable and viable benefits fund.
9. Performs related duties and fulfills responsibilities as required.

This position requires the successful candidate have a Bachelor's Degree from an accredited college or university with preferable coursework in human resources, business or financial management, or a related field. Five years of increasingly responsible experience in human resources or financial management, to include three years of supervisory or management responsibility. Demonstrated ability to manage people and operations effectively. Demonstrated project management skills with ability to set priorities and utilize resources effectively. Technical knowledge of all applicable employee benefits legislation, including ERISA, HIPAA, COBRA, FMLA and other related regulations. A valid Class "C" Texas Driver's License or ability to obtain a valid Class "C" Texas Driver's License within thirty (30) days after becoming a resident of the State of Texas. Substitution Ratio: Two years of related experience may be substituted for one year of higher education

PREFERRED QUALIFICATIONS: Experience in employee benefit plan design and insurance procurement, including knowledge of principles and practices of benefits program administration, and insurance program management; Experience in administering a self-funded benefits program for a similar-sized municipality; Certified Benefits Professional designation; Familiarity with risk management programs and funding practices; Demonstrated ability to communicate effectively orally and in writing; Demonstrated ability in presenting complex information to large groups. Experience in utilizing Microsoft Office software applications, including Word, Access, Excel, and PowerPoint.

PHYSICAL REQUIREMENTS Sedentary **WORK LOCATION & HOURS** (subject to change at Department's discretion) 111 Plaza de Armas 7:45 a.m. – 4:30 p.m., Monday – Friday.

Effective February 1, 2006, this position will be exempt from the provisions of Municipal Civil Service, and will be subject to at-will employment status. As such, the selected candidate will have no disciplinary appeal rights to the Municipal Civil Service Commission, and can be terminated at any time for any reason.

Apply with cover letter and resume to City of San Antonio Human Resources Department, Attention: Rita Aguilar, Human Resources Analyst, P.O. Box 839966, San Antonio, TX 78283. Candidate information may also be submitted in-person Monday – Friday (excluding holidays) from 7:30 a.m. – 5:15 p.m. at the Human Resources Department located at 111 Plaza de Armas, or emailed to saexecsearch@sanantonio.gov. Candidate information will be accepted through Friday January 13, 2006 at 5:15 p.m. CST. For additional information, contact Rita Aguilar at (210) 207-7290.

The City of San Antonio is an Equal Opportunity Employer.